

~~SECRET~~

25X1A8a

DRAFT MEMORANDUM TO ALL MEMBER OF [REDACTED] DIVISION

FROM: [REDACTED] 25X1A8a
25X1A8a

SUBJECT: Preparation of [REDACTED] Briefs on Current Developments

25X1A8a

1. It is in the interest of [REDACTED] commitments, not only to the Clandestine Services elements, but also to foreign liaison services, that we maintain and even increase the output of current materials on the developments in the various aspects and components of International Communism.
2. Each of you is requested to be especially watchful, during the course of your regular work, for information or developments which would lend themselves to the preparation of a short but pertinent "spot" briefs which would be of interest and assistance to all concerned.

3. While I understand that all of us are overcommitted as it is, it is nevertheless essential that we maintain and even step up the ~~flow~~ flow. I believe it is possible to produce a valuable contribution to the overall effort in this proposed form without noticeably increasing the workload of the individual [REDACTED] staff member.

4. In order to speed up production the following procedure is to be followed:

25X1A8a

a) Each [REDACTED] will prepare a statement reflecting the interests of the [REDACTED] in his areas. The statement is to be forwarded to [REDACTED] by 24/ March 1957.

25X1X7

25X1A8a

4

- b) DC/CI/ICD will consolidate these statements and forward them to all ICD members for their guidance by 11 March .
- c) Upon receipt of the consolidated guidance statement each ICD member will forward through his branch chief, or, where there is no branch chief, directly to DC/CI/ICD recommendations, ideas, items of current interest to liaison services. DC/CI/ICD will

submit - see (Bantam) before = INTERIM

~~SECRET~~

review the validity of the selection and
^ ensure speedy preparation of *useful* ~~valuable~~ items, either through

the branch chiefs or, where there is no branch chief, directly through the originator.

d) Branch chiefs remain responsible for the quickest possible servicing of specific requests from liaison which they are receiving through routine channels.

e) This procedure is ^{designed} to generate unsolicited items.

25X1A8a

25X1A8a

f. [redacted] will brief [redacted] a 02

about 11 May on the progress of this attempt to increase production of exchange items.

May?

See Barbara

25X1A9a

[redacted]

~~SECRET~~